

YOUTH CONSULTATION SERV-01450420 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	GEO WASHINGTON SCH	1407	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:23 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 01:52 PM	Date of Implementation 07/03/19			
	CAP Rejected Katie Hunter 07/26/2019 11:59 AM	Indicate the date of implementation.			
	CAP Submitted GLORIA MILIAN 07/19/2019 07:43 PM	We are currently using the sample guide of (HACCP) provided by the NJDA food safety. We will continue to use as a guide for food safety reason, but in the coming weeks, we will use the sample guide(HACCP), to write our own (HACCP) to assist our kitchen layout type of facility under Chapter 24 (type 2) Not a mass production facility. As well as the breakfast, lunch food service.			
	Flagged Katie Hunter 06/28/2019 02:46 PM	SFA did not have a food safety plan implemented. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. SFA has a written food safety plan, but was not available at each school food preparation site and/or documented standard operating procedures (SOPs) were either not developed or were not site specific. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool - Site	Water	GEO WASHINGTON SCH	1300	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:22 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 01:53 PM	Date of implementation 06/27/19			
	CAP Rejected Katie Hunter 07/26/2019 11:56 AM	Indicate the date of implementation.			
	CAP Submitted GLORIA MILIAN 07/19/2019 08:06 PM	Potable water is available and will be available in each meal service.			
	Flagged Katie Hunter 06/28/2019 02:46 PM	Potable water must be available for students at breakfast and lunch. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	GEO WASHINGTON SCH	901	07/29/2019	CAP Accepted

YOUTH CONSULTATION SERV-01450420 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:21 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 01:55 PM	Date of implementation 07/02/19			
	CAP Rejected Katie Hunter 07/26/2019 11:56 AM	Indicate the date of implementation.			
	CAP Submitted GLORIA MILIAN 07/19/2019 08:18 PM	Yes, our agency is in the current process of restructuring the Food Service Department. We will coordinate a well-trained team that will be in charge of the site-Accountability Review Form (breakfast) and (lunch).			
	Flagged Katie Hunter 06/28/2019 02:46 PM	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) must be used. Accountability reviews must be conducted by an SFA employee. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. The SFA must request and receive approval from the State Agency in order to extend the February 1 deadline to complete the on-site accountability review. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool - Site	Civil Rights	GEO WASHINGTON SCH	811	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:21 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 02:51 PM	The correction action was implemented on 07/02/19			
	CAP Rejected Katie Hunter 07/26/2019 11:55 AM	Indicate the date of implementation.			
	CAP Submitted GLORIA MILIAN 07/19/2019 08:24 PM	Yes, we have all new posters in each classroom.			
	Flagged Katie Hunter 06/28/2019 02:47 PM	SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	GEO WASHINGTON SCH	502	07/29/2019	CAP Accepted

YOUTH CONSULTATION SERV-01450420 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:20 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 02:50 PM	The date of implementation 07/08/19			
	CAP Rejected Katie Hunter 07/26/2019 11:55 AM	Indicate the date of implementation within current School Year or future date of implementation. Note you answered for SY 2009.			
	CAP Submitted GLORIA MILIAN 07/19/2019 08:34 PM	All staff have been trained to measuring cups or spoons to meet the meal compliance with the NJDA 07/08/09			
	Flagged Katie Hunter 06/28/2019 02:47 PM	Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	GEO WASHINGTON SCH	402	07/29/2019	CAP Accepted

YOUTH CONSULTATION SERV-01450420 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:19 AM				CAP Accepted
	CAP Submitted GLORIA MILIAN 07/26/2019 02:51 PM				Staff have been trained on required portion servings for breakfast and lunch. We have spoken to our vendors and have provided them with a cereal list, so they will only deliver PC cereals that are in compliance with the requirements. We have purchased new utensils and portion cups and have demonstrated the Offer VS Serve training. Date of implementation 07/09/19
	CAP Rejected Katie Hunter 07/26/2019 11:52 AM				<p>Corrective Action Plan Submitted was blank. Please answer the following Corrective Action:</p> <p>Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p> <p>Portion sizes offered for each required breakfast component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>
	CAP Submitted GLORIA MILIAN 07/19/2019 08:41 PM				
	Flagged Katie Hunter 06/28/2019 02:47 PM				<p>Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p> <p>Portion sizes offered for each required breakfast component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>

YOUTH CONSULTATION SERV-01450420 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	GEO WASHINGTON SCH	404	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:19 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 02:52 PM	The correction action was implemented on 07/02/19			
	CAP Rejected Katie Hunter 07/26/2019 11:51 AM	Indicate the date of implementation.			
	CAP Submitted GLORIA MILIAN 07/24/2019 07:22 PM	Yes, we are using the Offer VS Serve policy for breakfast and lunch. We have posted a copy of the Offer VS Serve policy in all classrooms. The determining official reviewing all meal applications is using the household income eligibility guidelines. We have included on all cycle menus that cold water should be available at all times.			
	Flagged Katie Hunter 06/28/2019 02:47 PM	Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable breakfast and the reimbursable lunch. Posting only a menu does not meet this requirement. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	GEO WASHINGTON SCH	403	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:18 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 02:28 PM	The correction action was implemented on 07/08/19			
	CAP Rejected Katie Hunter 07/26/2019 11:50 AM	Indicate the date of implementation.			
	CAP Submitted GLORIA MILIAN 07/24/2019 07:26 PM	We have order a verity of milk choices besides (1%white) we are ordering fat free strawberry and chocolate milk. The children will have available three choices of milk during breakfast and lunch service.			
	Flagged Katie Hunter 06/28/2019 02:47 PM	A minimum of two varieties of fluid milk must be offered throughout the breakfast and lunch meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	GEO WASHINGTON SCH	400	07/29/2019	CAP Accepted

YOUTH CONSULTATION SERV-01450420 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:17 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 02:51 PM	The correction action was implemented on 07/02/19			
	CAP Rejected Katie Hunter 07/26/2019 11:49 AM	Indicate the date of implementation.			
	CAP Submitted GLORIA MILIAN 07/24/2019 07:40 PM	We had a meeting with the staff that will be responsible for assisting the teachers with the meal service. They have been informed to review the cycle menu posted in the classrooms or in the kitchen. Staff are to check all breakfast and lunch items offer on the menu and confirm that the meals are complete; before leaving the kitchen for meal service.			
	Flagged Katie Hunter 06/28/2019 02:47 PM	All 5 required meal components for lunch must be available on every serving line/serving area prior to the beginning and during the entire meal service. If a serving line/serving area runs out of a component, the SFA must immediately add the missing meal component before any additional meals are claimed for reimbursement. To help assure that required food components are available, food service personnel should monitor the serving lines/serving areas throughout the meal service. Accurate production records must be kept and should be used to plan appropriate quantities of meal components. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			

YOUTH CONSULTATION SERV-01450420 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	GEO WASHINGTON SCH	321	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:17 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 01:31 PM	In addition to the meal production records. One breakfast & lunch meal roster only with the students names will be in the kitchen . The cook will be responsible for checking in the attendance of student daily for production & safety reasons. The second breakfast & lunch meal roster will be in the classrooms staff assisting the teachers will be checking in the students as the meal have been completely served. The third breakfast & lunch meal roster will be checked in at the end of the day by the Official Ms. Diane Roefaro. The correction action was implemented on 07/10/19			
	CAP Rejected Katie Hunter 07/26/2019 11:48 AM	Indicate the date of implementation. <i>"Three counting systems are in place"</i> Describe the three counting systems.			
	CAP Submitted GLORIA MILIAN 07/24/2019 07:57 PM	We had a meeting with the staff that will be assisting the teachers with breakfast and lunch service, The staff filling out the classroom meal rosters have been trained on the point of service and the Offer VS Serve Policy. Three counting systems are in place. Staff responsible for assisting the teachers with the meal service will have a classroom meal roster, including the teachers and determining official.			
	Flagged Katie Hunter 06/28/2019 02:47 PM	Lunch meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.			
Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach		1601	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:16 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 01:47 PM	The correction action was implemented on 06/28/19			
	CAP Rejected Katie Hunter 07/26/2019 12:02 PM	Indicate the date of implementation.			
	CAP Submitted GLORIA MILIAN 07/19/2019 07:47 PM	SFA sent a letter to the household informing providing information on the Summer Food Service Program			
	Flagged Katie Hunter 06/28/2019 02:53 PM	SFA's must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's website: https://fns-prod.azureedge.net/sites/default/files/Hotline-English.pdf Explain in detail how the finding was corrected and the measures taken to ensure that it will not occur in the future. Indicate the date of implementation.			

YOUTH CONSULTATION SERV-01450420 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	GEO WASHINGTON SCH	1406	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:15 AM		CAP Accepted		
	CAP Submitted GLORIA MILIAN 07/26/2019 01:52 PM		The correction action was implemented 07/03/19		
	CAP Rejected Katie Hunter 07/26/2019 11:58 AM		Indicate the date of implementation.		
	CAP Submitted GLORIA MILIAN 07/19/2019 07:57 PM		Yes, its posted on the bulletin board in the main office.		
	Flagged Katie Hunter 06/28/2019 02:46 PM		Either only one, none or an outdated food safety inspection report was posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe in the CAP how this will be corrected. List date of implementation.		
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	GEO WASHINGTON SCH	1404	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:13 AM		CAP Accepted		
	CAP Submitted GLORIA MILIAN 07/26/2019 01:53 PM		The correction was implemented on 07/02/19		
	CAP Rejected Katie Hunter 07/26/2019 11:57 AM		Indicate the date of implementation.		
	CAP Submitted GLORIA MILIAN 07/19/2019 08:05 PM		Yes, a copy is available and will be used on a daily basis to monitor the foodservice.		
	Flagged Katie Hunter 06/28/2019 02:46 PM		SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.		
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	GEO WASHINGTON SCH	501	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:12 AM		CAP Accepted		
	CAP Submitted GLORIA MILIAN 07/26/2019 01:53 PM		The correction action was implemented on 07/08/19		
	CAP Rejected Katie Hunter 07/26/2019 11:54 AM		Please indicate the date of implementation that is within the current School Year or future anticipated date of implementation. Note you answered SY 2008.		
	CAP Submitted GLORIA MILIAN 07/19/2019 08:36 PM		Yes, all staff have been trained OVS 07/08/08		
	Flagged Katie Hunter 06/28/2019 02:47 PM		Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.		

YOUTH CONSULTATION SERV-01450420 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	GEO WASHINGTON SCH	318	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:10 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 01:58 PM	The correction action was implemented on 07/02/19			
	CAP Rejected Katie Hunter 07/26/2019 11:46 AM	Indicate the date of implementation.			
	CAP Submitted GLORIA MILIAN 07/24/2019 08:01 PM	In addition to the teachers, the staff assisting with the meal service have been training on the point of service.			
	Flagged Katie Hunter 06/28/2019 02:47 PM	An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach		1600	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:09 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 01:49 PM	The correction action was implemented on 07/02/19			
	CAP Rejected Katie Hunter 07/26/2019 12:01 PM	Indicate the date of implementation.			
	CAP Submitted GLORIA MILIAN 07/19/2019 07:53 PM	SFA will be trained on the new requirements and all requirements will be implemented as instructed by the NJDA. We will provide parents with the information during admission; well as sending out letters and copy cycle menu to the household. We are in the process of posting our breakfast and lunch information on the website.			
	Flagged Katie Hunter 06/28/2019 02:53 PM	SFAs must inform households of the availability of the School Breakfast Program at the beginning or the school year and send reminders about the program throughout the school year. Information can be included on printed material or menus that are distributed to households or can be posted on the SFA's web site. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	GEO WASHINGTON SCH	317	07/29/2019	CAP Accepted

YOUTH CONSULTATION SERV-01450420 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:08 AM				CAP Accepted
	CAP Submitted GLORIA MILIAN 07/26/2019 01:56 PM				The correction action was implemented on 06/27/19
	CAP Rejected Katie Hunter 07/26/2019 11:36 AM				Indicate the date of implementation.
	CAP Submitted GLORIA MILIAN 07/24/2019 08:56 PM				We are using a new meal roster and will protect the identity of the students.
	Flagged Katie Hunter 06/28/2019 02:49 PM				SFAs are required to protect the identity of students receiving free or reduced meal benefits when breakfasts and lunches are served. Meal cards, tickets, rosters, etc. used to obtain reimbursable meal counts cannot be coded or colored in a manner that would overtly identify free or reduced eligible students. For POS systems, steps must be taken to assure that computer screens cannot be viewed by other students or the information should be masked or coded so that student eligibility information is not easily identified. SFAs must also make reasonable efforts to publicize and encourage use of prepayment options by students. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:08 AM				CAP Accepted
	CAP Submitted GLORIA MILIAN 07/26/2019 01:57 PM				The correction action was implemented on 07/03/19
	CAP Rejected Katie Hunter 07/26/2019 11:45 AM				Indicate the date of implementation.
	CAP Submitted GLORIA MILIAN 07/24/2019 08:02 PM				Yes, a copy of the HACCP is currently being used.
	Flagged Katie Hunter 06/28/2019 02:48 PM				The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. A copy of the written HACCP food safety plan must be available at each school. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
On-Site Assessment Tool	Professional Standards		1219	07/29/2019	CAP Accepted

YOUTH CONSULTATION SERV-01450420 - Corrective Action Report

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Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:07 AM				CAP Accepted
	CAP Submitted GLORIA MILIAN 07/26/2019 01:59 PM				The correction action was implemented on 07/02/19
	CAP Rejected Katie Hunter 07/26/2019 11:45 AM				Indicate the date of implementation.
	CAP Submitted GLORIA MILIAN 07/24/2019 08:08 PM				All current employees have been trained with the required applicable training. We will continue to provide training to current and new staff.
	Flagged Katie Hunter 06/28/2019 02:48 PM				Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/ . Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation..
On-Site Assessment Tool	Professional Standards		1217	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:06 AM				CAP Accepted
	CAP Submitted GLORIA MILIAN 07/26/2019 02:38 PM				The correction action was implemented on 07/03/19
	CAP Rejected Katie Hunter 07/26/2019 11:44 AM				Indicate the date of implementation.
	CAP Submitted GLORIA MILIAN 07/24/2019 08:13 PM				We will be using the Soars system to document training for all staff working in our SFA.
	Flagged Katie Hunter 06/28/2019 02:48 PM				Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation..
On-Site Assessment Tool	Certification and Benefit Issuance		126	07/29/2019	CAP Accepted

YOUTH CONSULTATION SERV-01450420 - Corrective Action Report

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Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:06 AM				CAP Accepted
	CAP Submitted GLORIA MILIAN 07/26/2019 02:39 PM				The correction action was implemented on 07/09/19
	CAP Rejected Katie Hunter 07/26/2019 11:36 AM				Indicate the date of implementation.
	CAP Submitted GLORIA MILIAN 07/24/2019 08:53 PM				Staff have been trained in reviewing the applications for missing informations. All applications with missing information have been corrected.
	Flagged Katie Hunter 06/28/2019 02:49 PM				Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all application errors.
On-Site Assessment Tool	Professional Standards		1215	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:05 AM				CAP Accepted
	CAP Submitted GLORIA MILIAN 07/26/2019 02:39 PM				The correction action was implemented 07/03/19
	CAP Rejected Katie Hunter 07/26/2019 11:43 AM				Indicate the date of implementation of training to meet 10 hours required.
	CAP Submitted GLORIA MILIAN 07/24/2019 08:16 PM				The manager has received all required trainings by watching live and recorded webinars.
	Flagged Katie Hunter 06/28/2019 02:48 PM				School Nutrition Program managers are required to complete at least 10 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/ . Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.
On-Site Assessment Tool	Professional Standards		1214	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:03 AM				CAP Accepted
	CAP Submitted GLORIA MILIAN 07/26/2019 02:40 PM				The correction action was implemented 07/10/19
	CAP Rejected Katie Hunter 07/26/2019 11:42 AM				Indicate the date of implementation of required training to complete 12 hours.
	CAP Submitted GLORIA MILIAN 07/24/2019 08:19 PM				The Director have met all required trainings
	Flagged Katie Hunter 06/28/2019 02:48 PM				School Nutrition Program directors are required to complete at least 12 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/ . Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.

YOUTH CONSULTATION SERV-01450420 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Professional Standards		1213	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:01 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 02:43 PM	The correction action was implemented on 07/10/19			
	CAP Rejected Katie Hunter 07/26/2019 11:41 AM	Indicate the date of implementation and name of School Nutrition Program Director.			
	CAP Submitted GLORIA MILIAN 07/24/2019 08:23 PM	The Director is ServSafe Food Handler Manager Certified			
	Flagged Katie Hunter 06/28/2019 02:48 PM	The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at www.theicn.org or the SFA can choose their own online or in person training resource to obtain the required food safety training. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date when the food safety training will be completed.			
On-Site Assessment Tool	Civil Rights		810	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 11:00 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 02:44 PM	The correction action was implemented on 07/03/19			
	CAP Rejected Katie Hunter 07/26/2019 11:40 AM	Indicate the date of implementation.			
	CAP Submitted GLORIA MILIAN 07/24/2019 08:29 PM	All new required civil rights information obtained and received by the NJDA have been posted in all classrooms.			
	Flagged Katie Hunter 06/28/2019 02:48 PM	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement . Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			

YOUTH CONSULTATION SERV-01450420 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Verification		215	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 10:58 AM		CAP Accepted		
	CAP Submitted GLORIA MILIAN 07/26/2019 02:44 PM		The correction action was implemented on 07/03/19		
	CAP Rejected Katie Hunter 07/26/2019 11:40 AM		Indicate the date of implementation.		
	CAP Submitted GLORIA MILIAN 07/24/2019 08:31 PM		We will have all system in place to submit all required documents before the deadlines		
	Flagged Katie Hunter 06/28/2019 02:48 PM		The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.		
On-Site Assessment Tool	Verification		214	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 10:57 AM		CAP Accepted		
	CAP Submitted GLORIA MILIAN 07/26/2019 02:45 PM		The correction action was implemented on 6/28/19		
	CAP Rejected Katie Hunter 07/26/2019 11:39 AM		Indicate the date of implementation.		
	CAP Submitted GLORIA MILIAN 07/24/2019 08:35 PM		Staff have been trained on updating information on the MEL. We have a system in place of submitting, reviewing, and determining benefits/		
	Flagged Katie Hunter 06/28/2019 02:48 PM		The SFA must update student eligibility status when there are changes in eligibility due to verification results. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.		
On-Site Assessment Tool	Verification		211	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 10:56 AM		CAP Accepted		
	CAP Submitted GLORIA MILIAN 07/26/2019 02:46 PM		The correction action was implemented on 6/28/19		
	CAP Rejected Katie Hunter 07/26/2019 11:38 AM		Indicate the date of implementation.		
	CAP Submitted GLORIA MILIAN 07/24/2019 08:42 PM		Staff have been trained on the notification / verification, letter to household process and all letters will include the required information.		
	Flagged Katie Hunter 06/28/2019 02:49 PM		The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "We Must Check Your Application Letter" (Form 236). Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.		
On-Site Assessment Tool	Verification		213	07/29/2019	CAP Accepted

YOUTH CONSULTATION SERV-01450420 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 10:56 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 02:47 PM	The correction action was implemented on 06/28/19			
	CAP Rejected Katie Hunter 07/26/2019 11:39 AM	Indicate the date of implementation.			
	CAP Submitted GLORIA MILIAN 07/24/2019 08:39 PM	Staff have been trained on all required, letters, verification tracker process and all documentation required to notified household. We have already implemented notification letter, and documentation requirements for this correction action.			
	Flagged Katie Hunter 06/28/2019 02:49 PM	The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Letter to Notify Household of Audit Results" (Form 255). Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool	Certification and Benefit Issuance		131	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 10:55 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 02:48 PM	The correction action was implemented on 06/28/19			
	CAP Rejected Katie Hunter 07/26/2019 11:38 AM	Indicate the date of implementation.			
	CAP Submitted GLORIA MILIAN 07/24/2019 08:46 PM	The determining officials have been trained to use the current Income Eligibility Guidelines. We have a second review process in place for determining benefit.			
	Flagged Katie Hunter 06/28/2019 02:49 PM	During the state agency review of selected denied applications, determination errors were found. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2). The SFA must record the corrective action and date corrected on the SFA-2. The completed SFA-2 must be uploaded in Documents within the required deadline. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool	Certification and Benefit Issuance		130	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 10:55 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 02:48 PM	The correction action was implemented on 06/28/19			
	CAP Rejected Katie Hunter 07/26/2019 11:37 AM	Indicate the date of implementation.			
	CAP Submitted GLORIA MILIAN 07/24/2019 08:47 PM	Staff have been trained in this process and is currently in place.			
	Flagged Katie Hunter 06/28/2019 02:49 PM	Households with students who are denied benefits must be notified, in writing, of the denial. The notification must include the reason for the denial, the right to appeal, instructions on how to appeal and household's option to reapply at any time during the school year. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			

YOUTH CONSULTATION SERV-01450420 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		129	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/31/2019 10:54 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/26/2019 02:49 PM	The correction action was implemented on 06/28/19			
	CAP Rejected Katie Hunter 07/26/2019 11:37 AM	Indicate the date of implementation.			
	CAP Submitted GLORIA MILIAN 07/24/2019 08:48 PM	Staff have been trained in this process and is currently in place.			
	Flagged Katie Hunter 06/28/2019 02:49 PM	Households must be notified, either in writing or verbally, of their eligibility status as approved for free or reduced price benefits. The SFA may e-mail the notification of the household's approval to the adult household member who signed the application. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
Off-Site Assessment Tool	Certification and Benefit Issuance		121	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/26/2019 12:01 PM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/19/2019 07:58 PM	We use meal count roasters to identify the child's meal benefits Implementation date 06/19/10			
	Flagged Katie Hunter 06/28/2019 02:53 PM	To ensure students' meal benefits eligibility is up to date, the SFA must have a backup system to maintain all the benefit issuance documents. Although necessary for all SFAs, this is especially important in electronic systems in case the system goes down. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	GEO WASHINGTON SCH	500	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/26/2019 11:59 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/19/2019 07:30 PM	All staff will be training the Offer Vs Serve policy. The correction action for (OVS) was implemented right after the kids came back from summer break 07/08/19			
	Flagged Katie Hunter 06/28/2019 02:46 PM				
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	GEO WASHINGTON SCH	1405	07/29/2019	CAP Accepted

YOUTH CONSULTATION SERV-01450420 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 07/26/2019 11:58 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 07/19/2019 08:02 PM	The town of Hackensack inspects our facility twice a year.			
	Flagged Katie Hunter 06/28/2019 02:46 PM	<p>SFA did not have both food safety inspections for the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected.</p> <p>SFA did not have documentation indicating that two food safety inspections were requested in the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected. SFA did not have both food safety inspections for the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected.</p>			